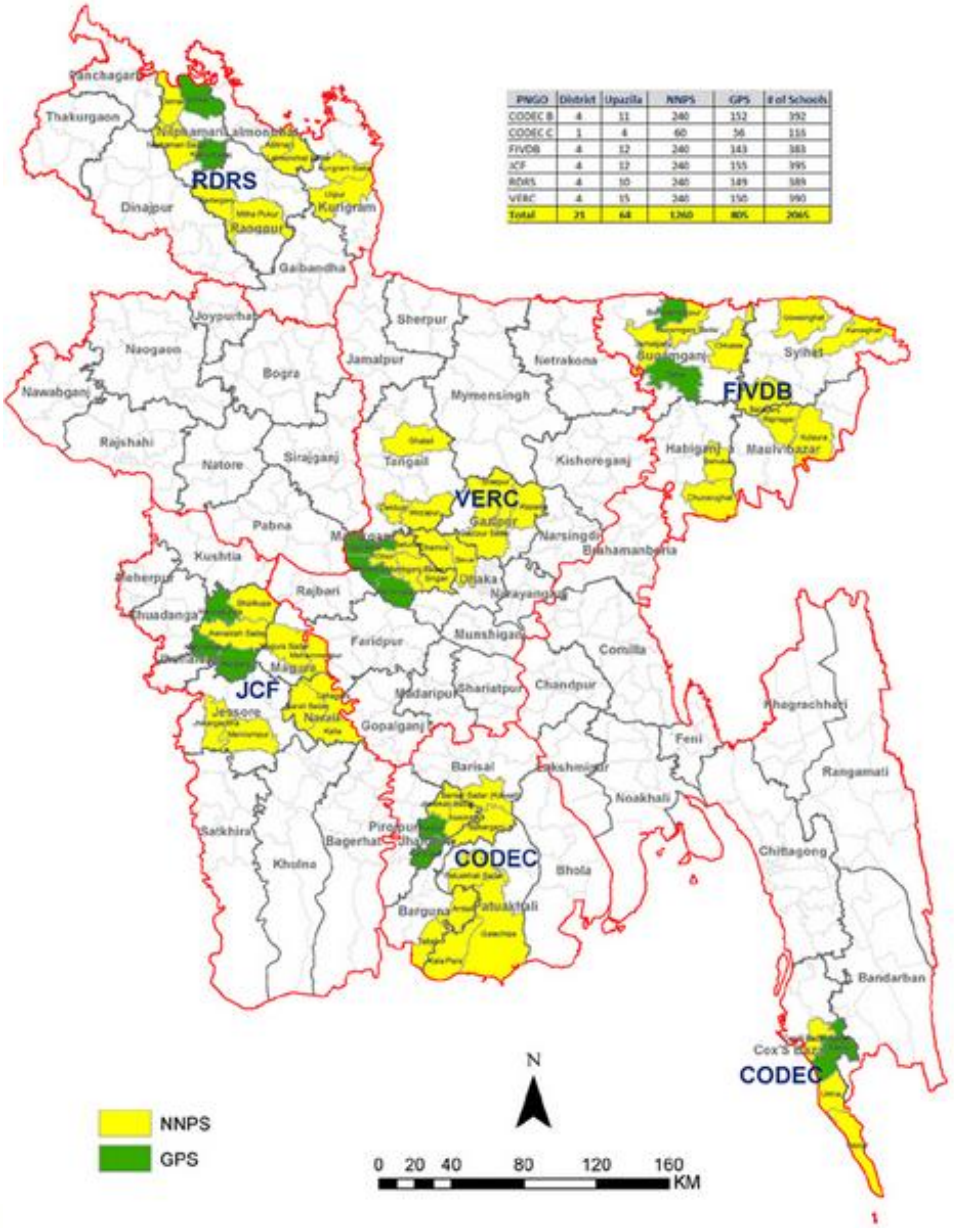
READ

Reading Enhancement for Advancing Development

RIMES

(READ Implementation Monitoring and Evaluation System)

USER Manual



PNGO	District	Upazila	NNPS	GPS	# of Schools
CODEC B	4	11	240	152	392
CODEC C	1	4	60	56	116
FIVDB	4	12	240	143	383
JCF	4	12	240	155	395
RDRS	4	10	240	149	389
VERC	4	15	240	150	390
Total	25	64	1260	805	2065

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Chapter One: Introduction

1.1 Introduction:

Though the status of primary education in Bangladesh is developing day by day, there is some crisis in early grade Bangla competencies including phonemic awareness, letter knowledge, reading comprehension and vocabulary. The first graders can read only 16 words per minute, while the second graders only 33, which is much lower than the target of 45-60 words required for a child to read with understanding the meaning of the text, said a study ***(The Daily Star,* June 27, 2014*).*** So the READ program is working with an objective that the reading competencies of the students of Grade-1 to 3 will increase in READ selected schools. For this purposes READ MIS team has developed RIMES, a web based system to fulfill the M&E requirement of the program. RIMES will help to follow the program performance through various indicators like reports (Training Summary, Performance Summary). So it can be said that the system can be applied effectively to monitor program activities.

1.2 Purpose:

This user manual is to help different types of user to learn how to perform their assigned tasks using RIMES. The document provides stepwise instruction with screenshot of each task, so that users can use the system effectively. The visual screenshots are given for easy and better understanding. RIMES is a web based system, users can access from anywhere anytime.

Chapter Two: RIMES

2.1 What is RIMES:

RIMES stands for **R**EAD **I**mplementation **M**onitoring and **E**valuation **S**ystem. It is a web based GIS integrated MIS system to monitor the changes happened by the READ programme of Save the Children International in Bangladesh. This MIS system has a desktop version as well as mobile version.

It is possible to entry, edit, view and delete data by mobile devices (phone, tablet etc.) and from desktop or laptop computer. It is also possible to query and/view reports from mobile devices and desktop. This system is hosted in a state of the art facility to ensure maximum availability and data security. Data will be processed through latest software's.

It will also process data to generate GIS map dynamically depending on queries. READ M&E team continuously working to further enhance the MIS system.

2.2 The User Interface:

An interface is a set of commands or menus through which a user communicates with a program. The Main parts of RIMES user interfaces are-

1. **Title Bar:** The topmost horizontal bar which contains Save the Children Logo on the left side and displays RIMES on the right corner. It also shows the user name and logout option.

Figure-1: Title Bar

2. **Menu Bar:** The horizontal bar just below the title bar is the Menu Bar. It contains different menus and sub-menus. The menus are-
   - **Administration**
   - **Registration**

- **Service**
- **Monitoring and Evaluation Tools**
- **Reports**

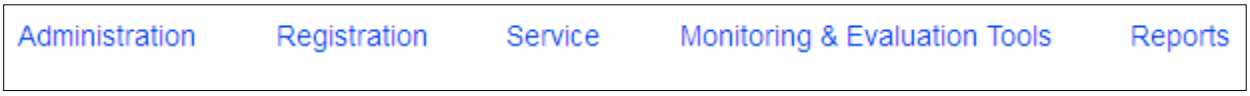


Figure-2: Menu Bar

2.3 Target Users:

There will be various types of users for RIMES depending on given responsibility. Some users will be responsible for entering data in the system and some will be responsible for monitoring of proper information management. The target users for RIMES are-

- SCI READ Team
- Program Coordinators of partner NGO's
- Senior Technical Officer- M&E
- Technical Officer
- Field Officer (RIMES-Mobile)

Chapter Three: RIMES Data Management

3.1 Input of Data:

A. Registration (For RIMES-Mobile Users)

- New Registration
    - Student Registration
    - Teacher Registration
    - SMC Registration
    - AUEO Registration
- Edit Registration
- Training Attendance

B. Service

- Training
    - Event
    - Participant
- Library

C. Monitoring and Evaluation Tools

- Academic Result
- Instructional Adjustment tools (IAT)
- School Visit Tools
- Training Assessment Tools
- School Profile

3.2 Output/ Reports:

Primarily two reports can be generated by this system. These reports are generally District based. These reports will be generated based on some specific parameters. These parameters are as following-

A. Training Summary:

- Summaries will be generated according to training titles;
- Type of participants (Teacher, SMC, Govt.);

- Number of Male and Female participation (Separately and in total);
- Estimated budget for instruction, training and travel;
- Actual expense regarding instruction, training and travel.

B. Performance Summary:

- Number of students (Male and Female) enrolled;
- Number of teachers trained.
- Number of SMC trained.
- Number of Govt. officials trained.

C. Will be add later:

Chapter Four: Step by Step guideline with screenshot for RIMES

4.1 Login:

The address for accessing on RIMES is http://www.rimes.readbangladesh.org . After entering the address the following log-in screen will appear. The user has to enter Username and Password provided by the READ MIS team in the LogIn screen, as indicated below:

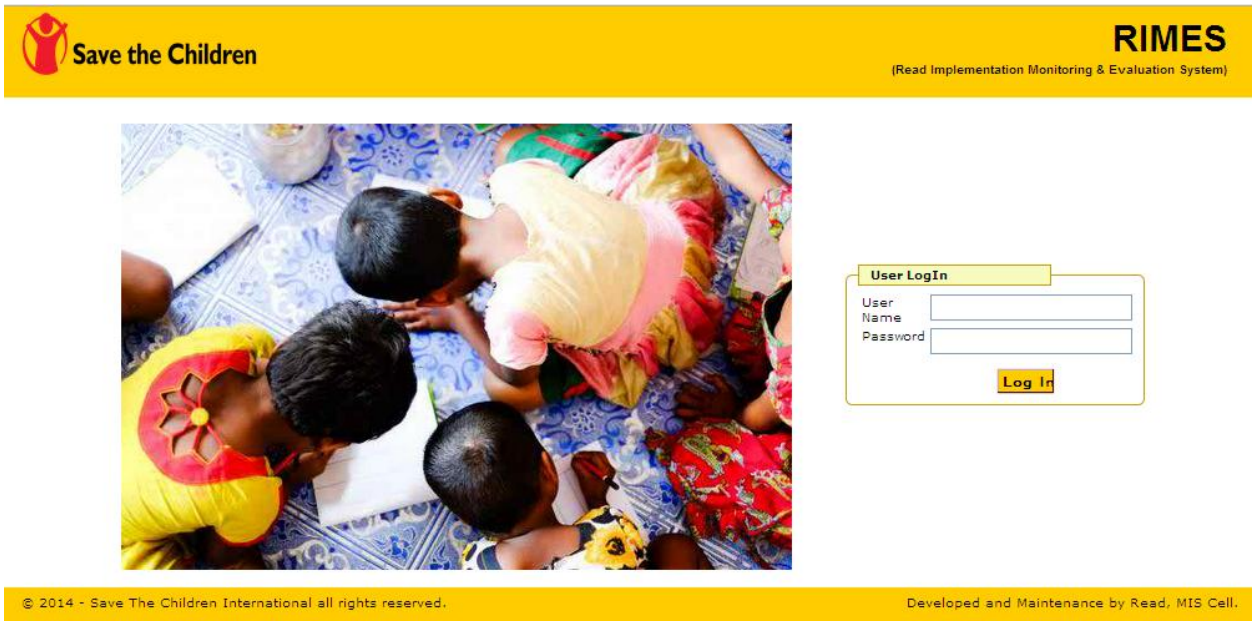


Figure-3: Login Page

4.2 Main Menu:

After entering the username and password, the user has to click on Log In button, to access the services provided to the user. The following screen will be displayed:

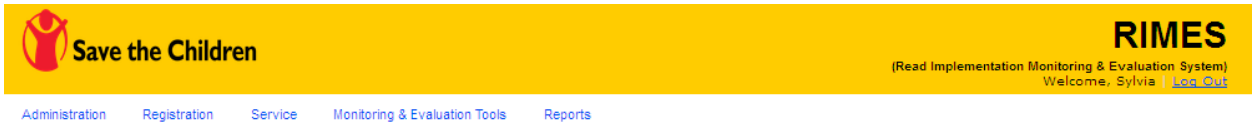


Figure-4: Main Menu

The top panel of the screen is the "Main Menu". The items of the Main menu are described below:

- **Administration**
- **Registration**
- **Service**
- **Monitoring & Evaluation Tools**
- **Reports**

4.3 Administration:

The menu Administration is provided with one sub menu and it is-

- **Change password**

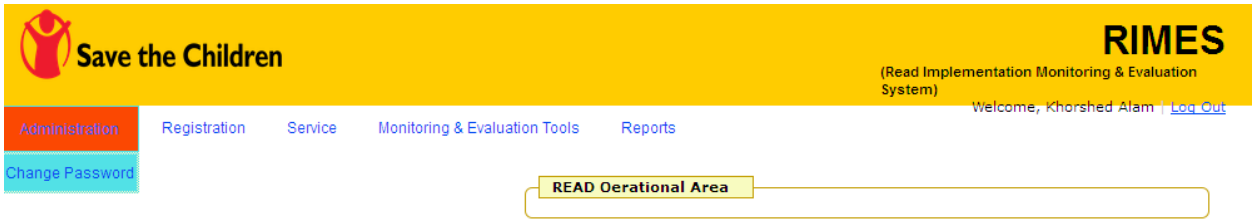


Figure-5: Administration

4.3.1 Change Password:

When the user selects the **"Change password"** option, then the following screen is displayed. User can change the password from this option. READ MIS Team has given a general Password to every user and it is "123". So the user has to change the Password after first time logging in to the system. It is advisable to change the user password frequently.

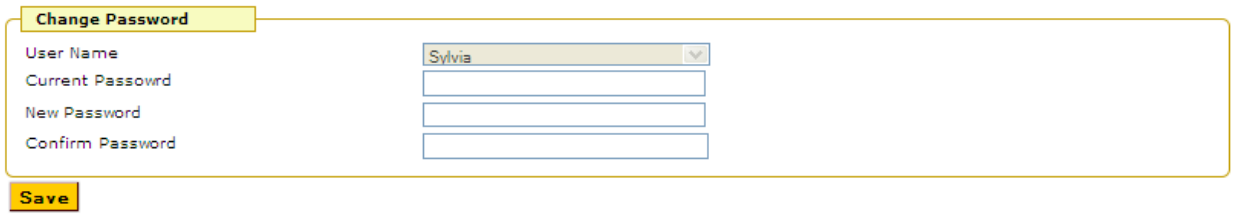


Figure-6: Change Password

To change password, user need to enter **"Current Password"** in the first text box, and enter the **"New Password"** in second textbox and Re-type new password in the third text box as shown in the **Figure-6**.

4.4 Registration:

This option is only for Field Officers (RIMES-Mobile User). There is a separate guideline for RIMES-Mobile Users. So this section is not going to be discussed here.

4.5 Service:

There are two sub menus under "Service" Menu. These are-

1. **Training**
2. **Library**

Initially the training informations could be updated in the system.

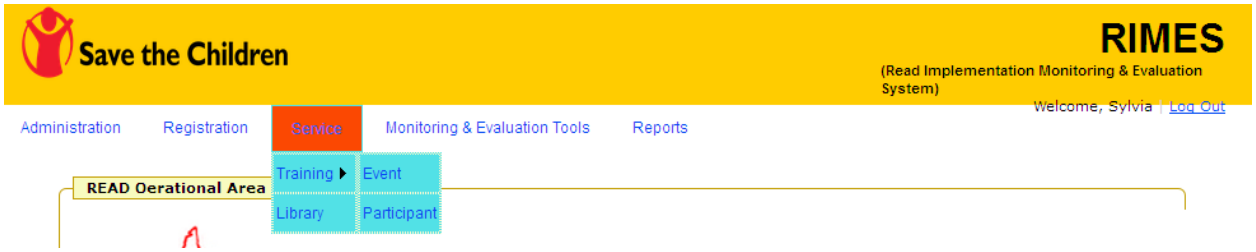


Figure-7: Service

4.5.1 Training

Two types of training information will be discussed here. One of these is **Event** and another one is **Participant**.

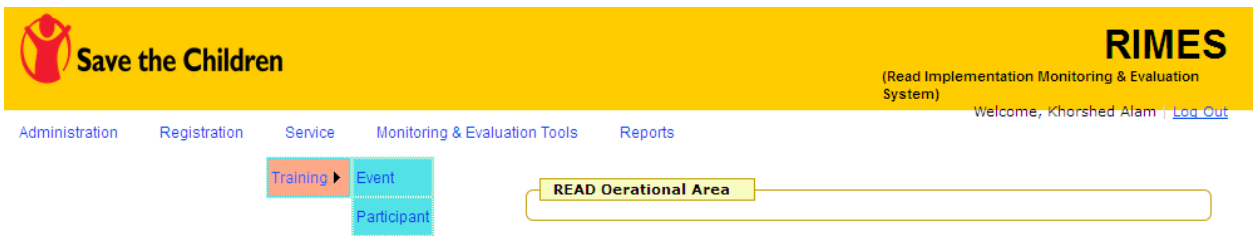


Figure-8: Training

4.5.1.1 Event:

Following Steps should be followed to input event information:

1. Click Service > Training > Event. The Event screen will be displayed.

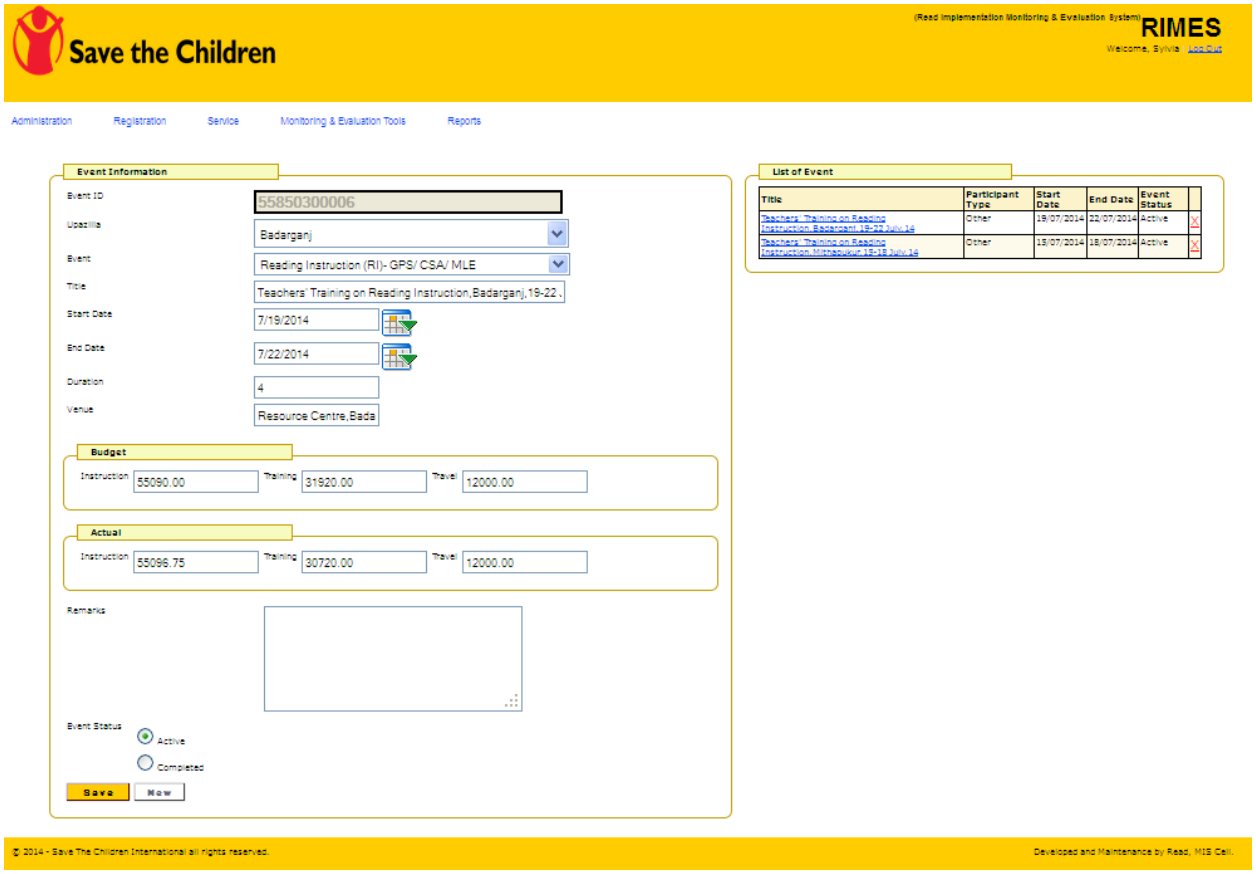


Figure-9: Event

2. Select Upazila in where the event is being conducted from dropdown list. On the right side of the event information box, there will show another box named “List of Event”. This box will contain the title of the events which are active or already been completed under that certain Upazila.
3. Enter the title of the event. Previously entered active events can be edited by selecting from the “List of Event”;
4. Click to enter start date of the event;
5. Click to enter end date of the event;
6. Enter Duration of the event;

7. Enter Venue of the event;
8. Enter budget according to instruction, training and travel;
9. Enter actual expense regarding to instruction, training and travel;
10. Select Whether the Event Status is Active/ Completed. **(*Be very careful here. Before completing next steps, that is adding participant and giving their attendance it should be 'Active'.)**
11. Click on Save button. The Event information will be added to the system.
12. If the information are saved successfully system will return a success message and an Event ID will generate automatically.

4.5.1.2 Participant:

Following Steps should be followed to input Participants List:

1. Click Service > Training > Participant. The Event Participant screen will be displayed.

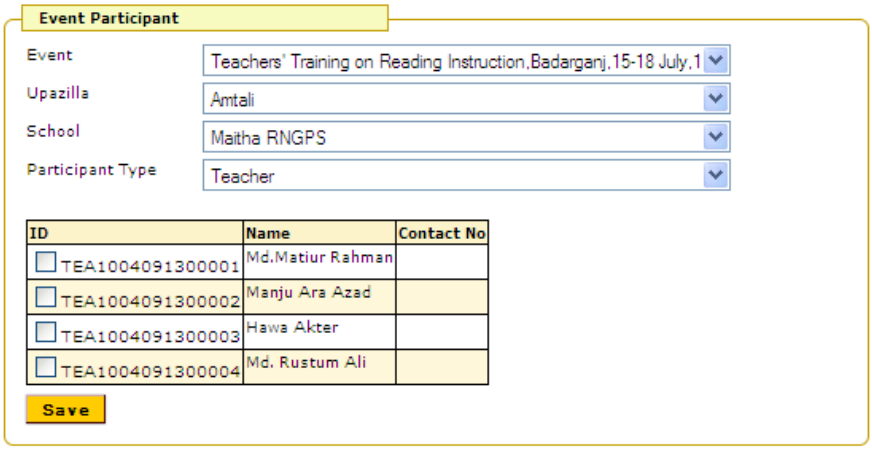
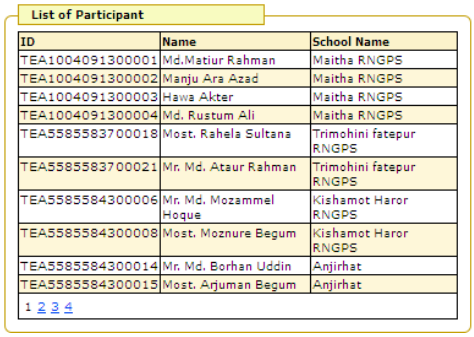


Figure-10: Add Participant

2. Select Event from dropdown list;
3. Select Upazilla from Dropdown list;
4. Select School name from dropdown list. A list of registered teachers will show;
5. Select Participant Type from Dropdown list; (***This option is included as some of the SMC members are teacher, but they are registered as SMC member. So while giving the event attendance their participation must be counted.**)
6. Select the Teachers/SMC from the list to be participated in the event;

7. In this way the participants from different schools for the event on certain upazila should be selected;
8. Click on Save button. The Event Participants will be updated to the system;
9. If the information are saved successfully system will return a success message;
10. A list of Participants from different schools will be shown.


List of Participant

ID	Name	School Name
TEA1004091300001	Md.Matiur Rahman	Maitha RNGPS
TEA1004091300002	Manju Ara Azad	Maitha RNGPS
TEA1004091300003	Hawa Akter	Maitha RNGPS
TEA1004091300004	Md. Rustum Ali	Maitha RNGPS
TEA5585583700018	Most. Rahela Sultana	Trimohini fatepur RNGPS
TEA5585583700021	Mr. Md. Ataur Rahman	Trimohini fatepur RNGPS
TEA5585584300006	Mr. Md. Mozammel Hoque	Kishamot Haror RNGPS
TEA5585584300008	Most. Moznure Begum	Kishamot Haror RNGPS
TEA5585584300014	Mr. Md. Borhan Uddin	Anjirhat
TEA5585584300015	Most. Arjuman Begum	Anjirhat

1 2 3 4

Figure-11: List of Participant

4.6 Monitoring & Evaluation Tools:

There are five sub menus under "Service" Menu. These are-

1. Academic Result
2. Instructional Adjustment Tools (IAT)
3. School Visit Tools
4. Training Assessment Tools
5. School Profile

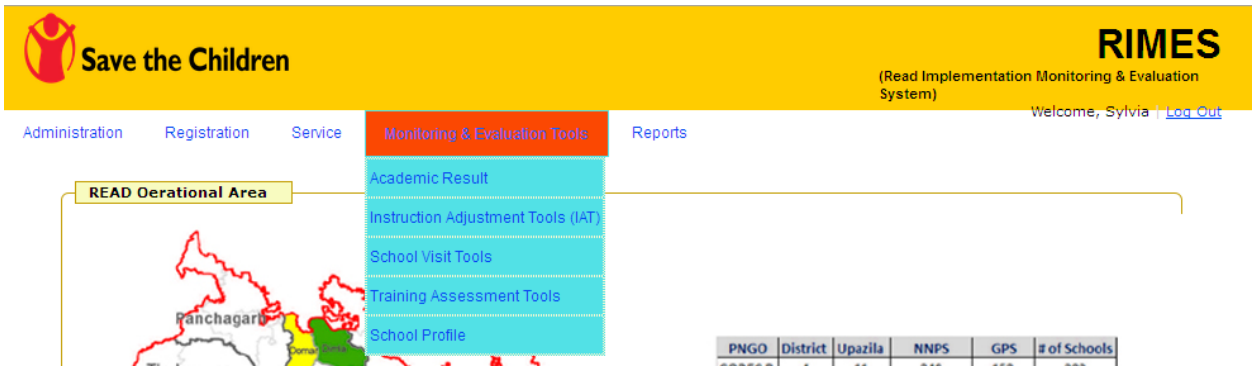


Figure-12: Monitoring & Evaluation Tools

Initially the Yellow highlighted sections could be updated in the system.

4.6.1 Instructional Adjustment Tools (IAT):

Following Steps should be followed to update IAT-

1. Click Monitoring & Evaluation Tools > Instructional Adjustment tools (IAT). The IAT screen will be displayed.

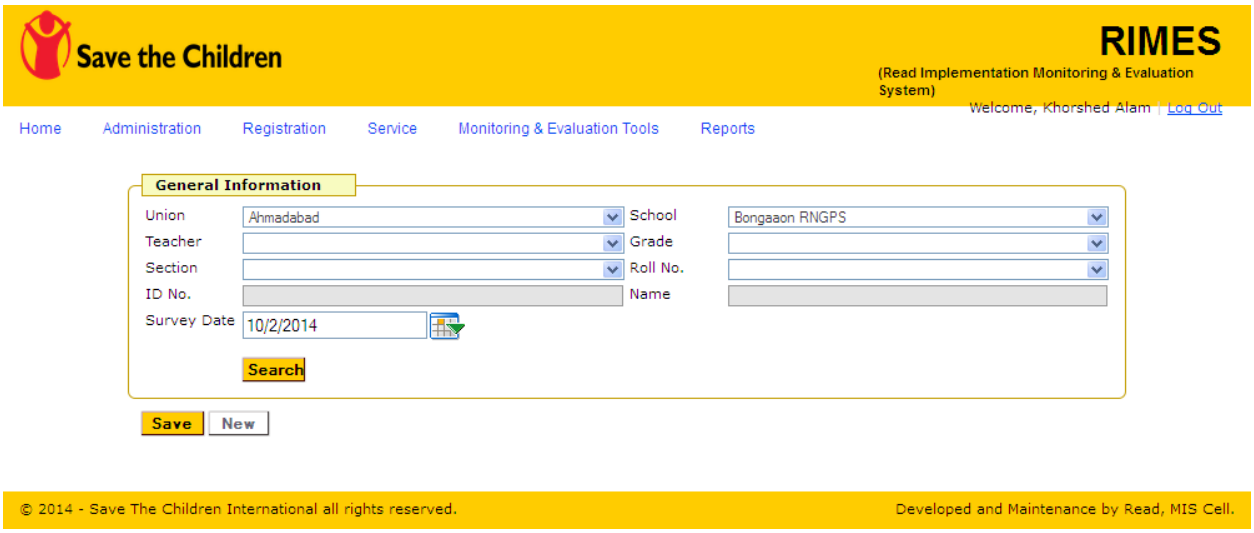


Figure-13: IAT

2. Select Union from Dropdown List;
3. Select Teacher from Dropdown List;
4. Select Section from Dropdown List. If there is only one section then Section A have to be selected, Section B is for two sections and Section C is for three sections;
5. Enter ID No. of teacher;
6. Select School from Dropdown List;
7. Select Grade from Dropdown List;
8. Select Roll No. from Dropdown List;
9. Enter Name of the Student;
10. Click to enter survey date;
11. Click on Save button. IAT will be updated to the system;
12. If the information are saved successfully system will return a success message.

4.6.2 School Visit Tools:

There are mainly five sections to fill School Visit Tools. These are-

1. General Information
2. Book Distribution (School Based)
3. Book Distribution (Community Book Bank)
4. Assessment (IAT Use and Change Instruction)
5. Parenting Session

Following Steps should be followed to update School Visit Tools-

- Click Monitoring & Evaluation Tools > School Visit Tools.

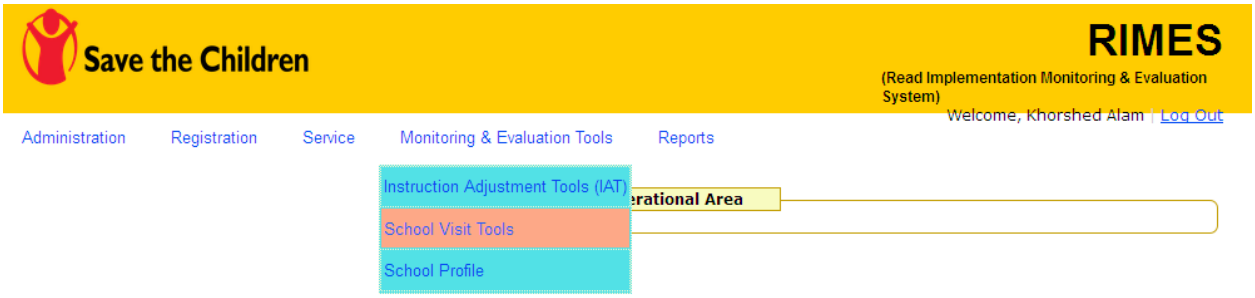


Figure-14: School Visit Tools

4.6.2.1 General Information:

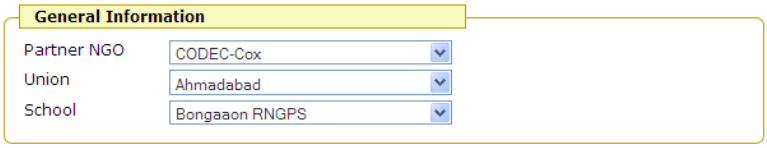


Figure-15: General Information of School Visit Tools

1. Select Partner NGO from Dropdown list;
2. Select Union from Dropdown list;
3. Select School from Dropdown list.

4.6.2.2 Book Distribution (School Based):

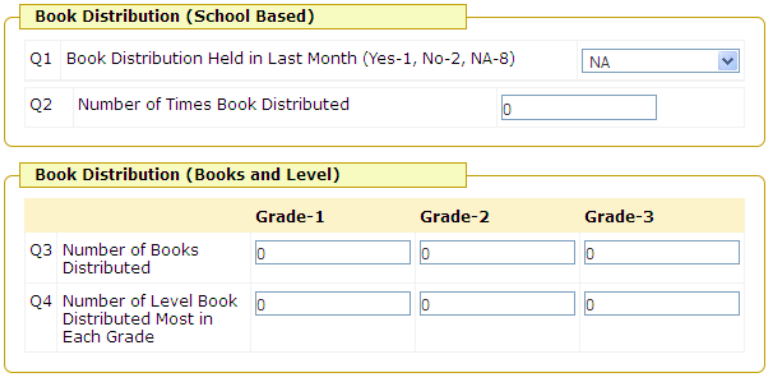


Figure-16: School based book distribution (School Visit Tools)

1. Select whether book distribution held in last month or not. In other cases select NA;
2. Enter number of times book distributed in previous month;
3. Enter grade wise number of books distributed;
4. Enter number of level book distributed most in each grade. For example, level 4 books could be most distributed level in Grade 2. In that case, it should be entered 4 for Grade-2.

4.6.2.3 Book Distribution (Community Book Bank):

Q (5-8) As same as above.

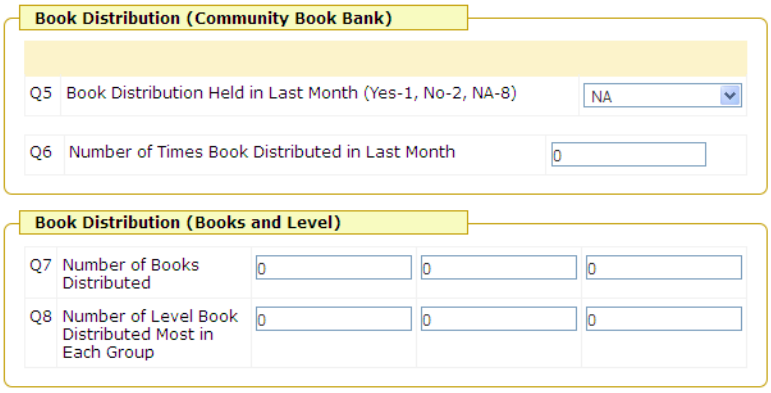


Figure-17: Community based book distribution (School Visit Tools)

4.6.2.4 Assessment (IAT Use and Change Instruction):

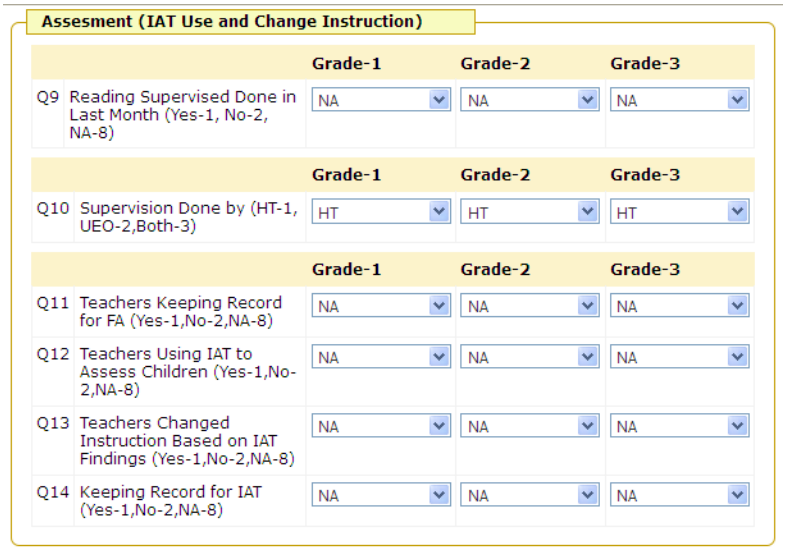

Assesment (IAT Use and Change Instruction)
Grade-1 Grade-2 Grade-3
Q9 Reading Supervised Done in Last Month (Yes-1, No-2, NA-8) NA NA NA
Grade-1 Grade-2 Grade-3
Q10 Supervision Done by (HT-1, UEO-2,Both-3) HT HT HT
Grade-1 Grade-2 Grade-3
Q11 Teachers Keeping Record for FA (Yes-1,No-2,NA-8) NA NA NA
Q12 Teachers Using IAT to Assess Children (Yes-1,No-2,NA-8) NA NA NA
Q13 Teachers Changed Instruction Based on IAT Findings (Yes-1,No-2,NA-8) NA NA NA
Q14 Keeping Record for IAT (Yes-1,No-2,NA-8) NA NA NA

Figure-18: IAT Use and Change Instruction

9. Select whether reading supervised done in last month or not (Grade Wise). In other cases select NA;
10. Select whether reading supervision has been done by HT/ UEO or Both;
11. Select whether teachers keeping record for formative assessment or not (Grade Wise). In other cases select NA;
12. Select whether teachers are using IAT to assess children or not (Grade Wise). In other cases select NA;
13. Select whether teachers are changed instruction based on IAT findings or not (Grade Wise). In other cases select NA;
14. Select whether teachers are keeping record for IAT or not (Grade Wise). In other cases select NA.

4.6.2.5 Parenting Session:

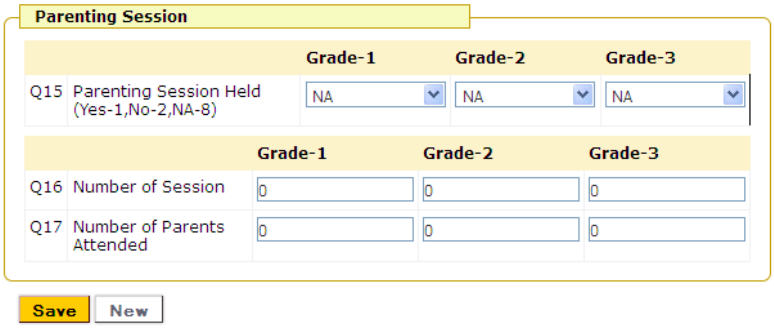


Figure-19: Parenting Session

15. Select whether Parenting sessions are held or not (Grade Wise). In other cases select NA;
16. Enter the number of the last session. For example, it could be session number 8 for Grade-1;
17. Enter the number of parents attended on that certain session.

- Click on Save button. School Visit Tools will be updated to the system;
- If the information are saved successfully system will return a success message.

4.6.3 School Profile:

There are mainly eight sections to fill School Visit Tools. These are-

- General Information
- Infrastructure Info.
- Student Info (January 2014-March 2014)
- Student Info (January 2014-December 2014)
- Teacher Info
- Grade wise Teacher
- Training Info
- Story Book Info

Following Steps should be followed to update School Profile-

- Click Monitoring & Evaluation Tools > School Profile. The following screen will be displayed.

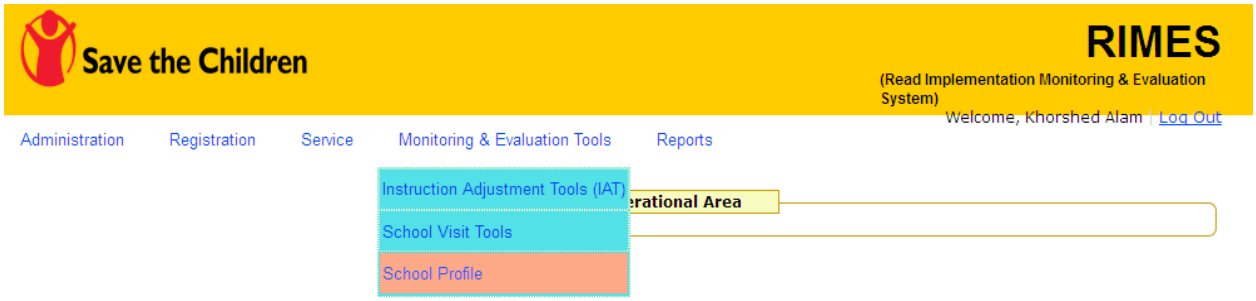


Figure-20: School Profile

4.6.3.1 General Information:

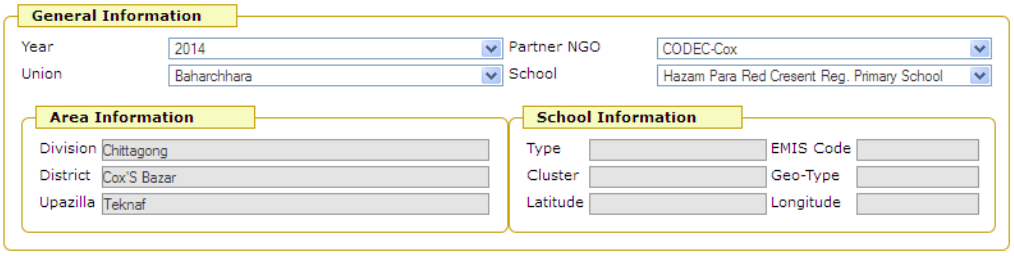


Figure-21: General Information of School Profile

1. Select Year from Dropdown list;
2. Select Union from Dropdown list;
3. Select Partner NGO from Dropdown list;
4. Select School from Dropdown list.

4.6.3.2 Infrastructure Info. :

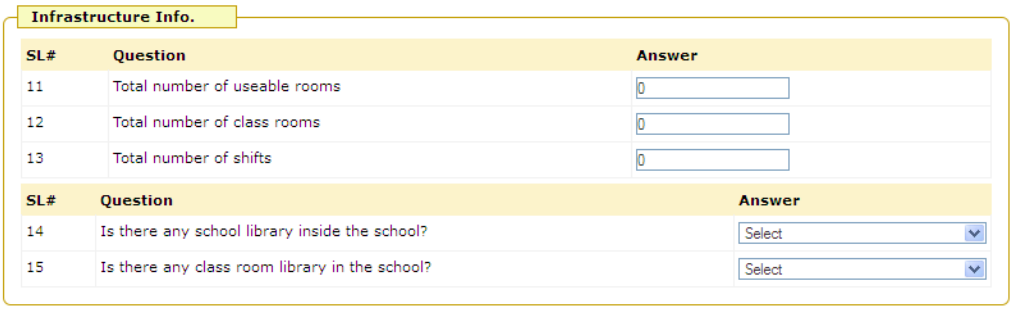

Infrastructure Info.
SL# Question Answer
11 Total number of useable rooms 0
12 Total number of class rooms 0
13 Total number of shifts 0
SL# Question Answer
14 Is there any school library inside the school? Select
15 Is there any class room library in the school? Select

Figure-22: Infrastructure Info.

1. Enter Total number of usable rooms;
2. Enter Total number of Class rooms;
3. Enter Total number of shifts;
4. Select whether there is any school library inside the school or not;
5. Select whether there is any classroom library inside the school or not.

4.6.3.3 Student Info (January 2014-March 2014):

There are mainly four parts of the section. Information would be entered as numbers. There are certain sub parts for two main parts (Enrolled & Disable Children). So the data should be entered very carefully according to each part's headline. The four main parts are-

- Grade
- Enrolled Children
- Disable Children
- Section

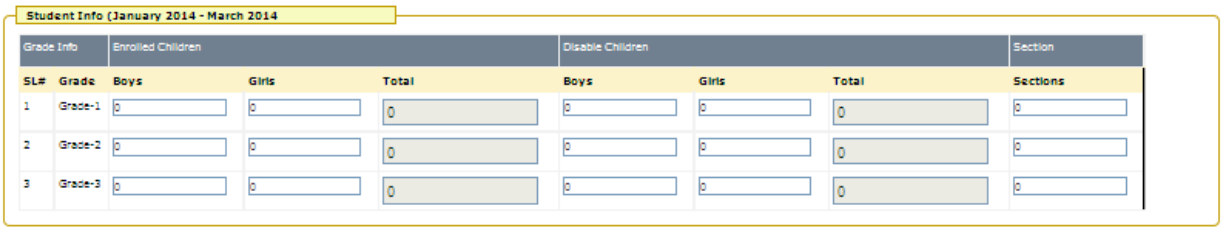

Student Info (January 2014 - March 2014
Grade Info
Enrolled Children
Disable Children
Section
SL# Grade Boys Girls Total Boys Girls Total Sections
1 Grade-1 0 0 0 0 0 0 0
2 Grade-2 0 0 0 0 0 0 0
3 Grade-3 0 0 0 0 0 0 0

Figure-23: Student Info (January 2014-March 2014)

1. Enter the number of Boys and Girls enrolled in each grade;
2. Enter the number of disable Boys and Girls studying in each grade;
3. Enter the number of sections for each grade.

4.6.3.4 Student Info (January 2014-December 2014):

There are six parts of this section. Here also there are certain sub parts as Boys, Girls, 'Total' for each parts. These ares-

- Grade
- Enrolled Student
- Dropout Student
- Repeated Student
- Promoted Student
- Transferred Student.

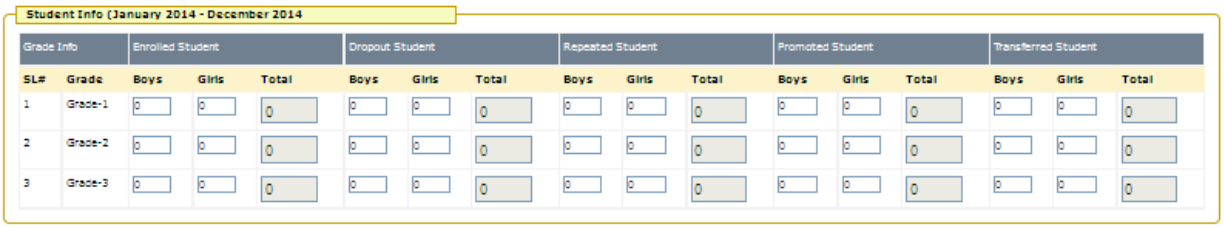


Figure- 24: Student Info (January 2014-December 2014):

The information should be entered same as above discussed table.

4.6.3.5 Teacher Info:

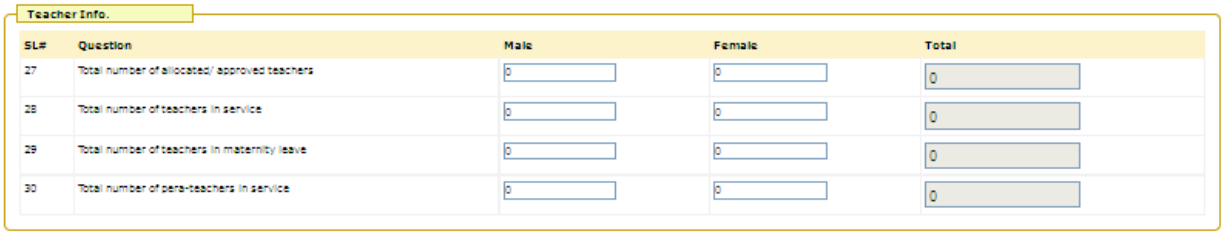


Figure- 25: Teacher Info.

1. Enter number of allocated / approved Male and Female teachers;

2. Enter number of Male and Female teachers in service;
3. Enter number of Female teachers in maternity leave;
4. Enter number of Male and Female pera-teachers in service.

4.6.3.6 Grade wise Teacher:

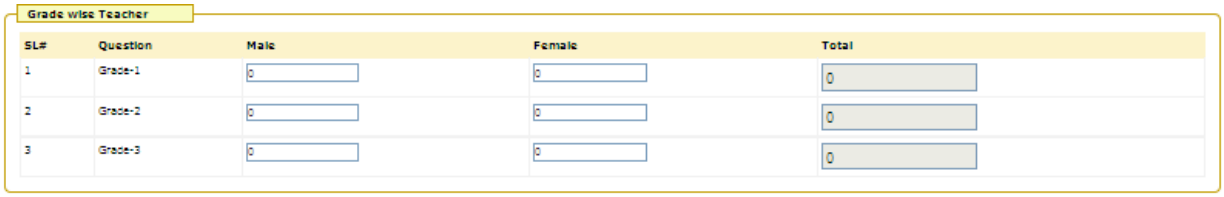


Figure- 26: Grade Wise Teacher

1. Enter the number of grade wise Male and Female teachers.

4.6.3.7 Training Info:

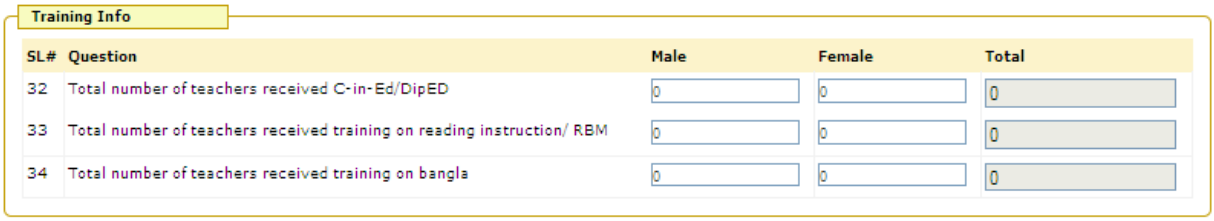


Figure- 27: Training Info.

2. Enter the number of teachers (Male/ Female) received C-in-Ed/DipED;
3. Enter the number of teachers (Male/ Female) received training on reading instruction/RBM;
4. Enter the number of teachers (Male/ Female) received training on Bangla.

4.6.3.8 Story Book Info:

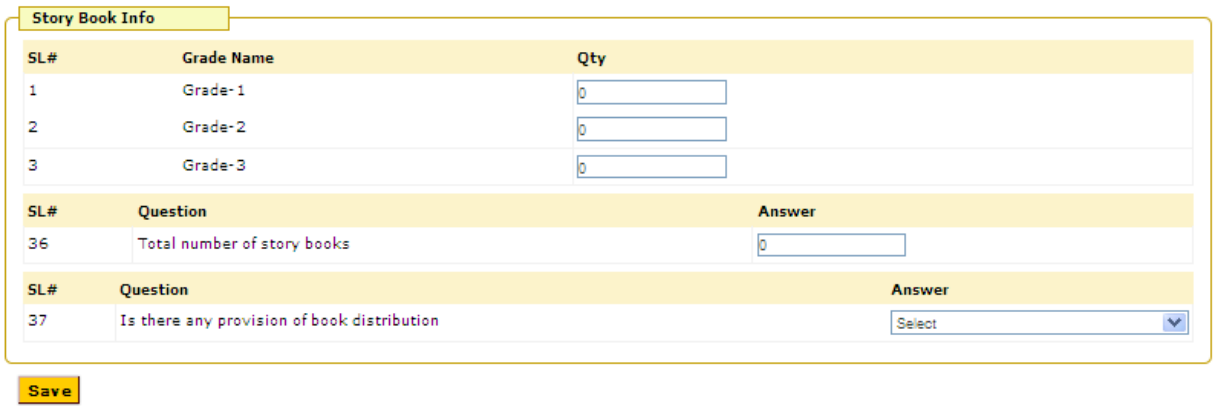


Figure- 28: Story Book Info.

1. Enter the quantity of storybooks in each grade;
2. Enter the total number of storybooks;
3. Select whether there is any provision of book distribution.

- Click on Save button. IAT will be updated to the system;
- If the information are saved successfully system will return a success message.

4.7 Reports:

There are two sub menus under "Report" Menu. These are-

1. **Training Summary**
2. **Performance Summary**

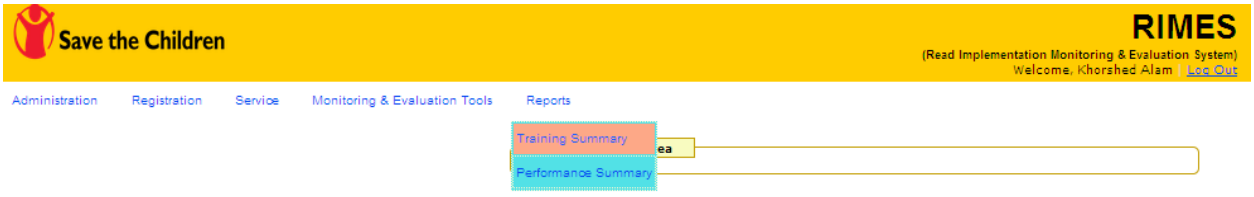


Figure- 29: Reports

4.7.1 Training Summary:

This option will give a summary of training information for the given period of time of a certain division.

Following Steps should be followed to update Training Summary-

1. Click Reports > Training Summary. The Training Summary screen will be displayed.

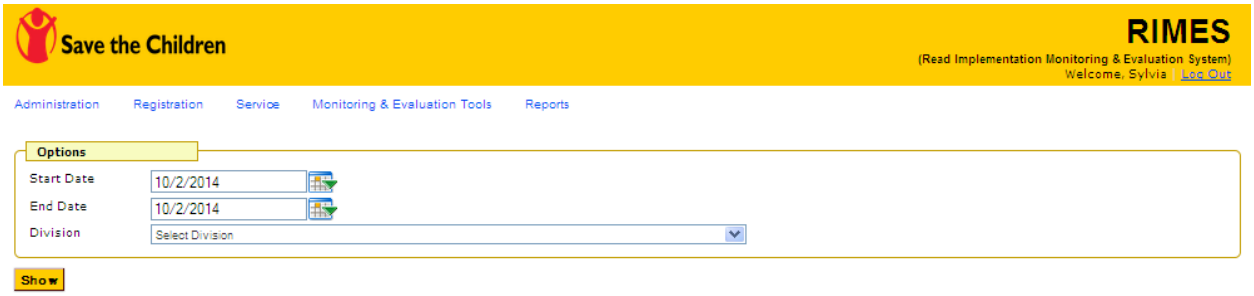


Figure- 30: Training Summary (Data Input)

2. Click to enter Start date;
3. Click to enter End date;
4. Select Division from Dropdown list.
5. Now click show. It will show the training summary for the given period of time in that Division. The following table is given as example.

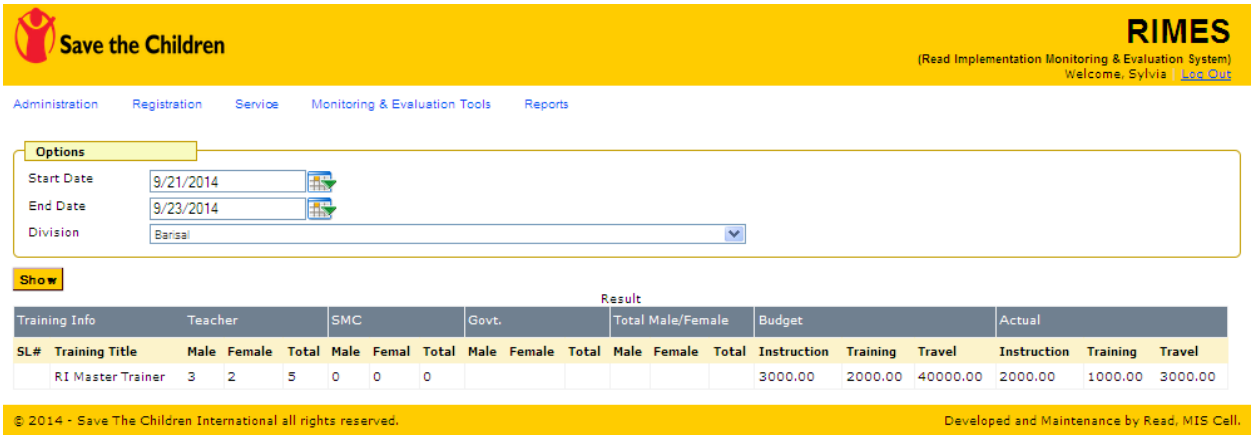


Figure- 31: Training Summary

As like above table it will give specific type of information. These are-

1. Training titles, it will give an idea about the type of training that been conducted;
2. Type of participants;
3. Number of Male and Female participation;
4. Estimated budget for instruction, training and travel;
5. Actual expense regarding instruction, training and travel.

4.7.2 Performance Summary:

This option will give a summary of performance information for the given period of time of a certain division.

Following Steps should be followed to update Training Summary-

1. Click Reports > Performance Summary. The Performance Summary screen will be displayed.

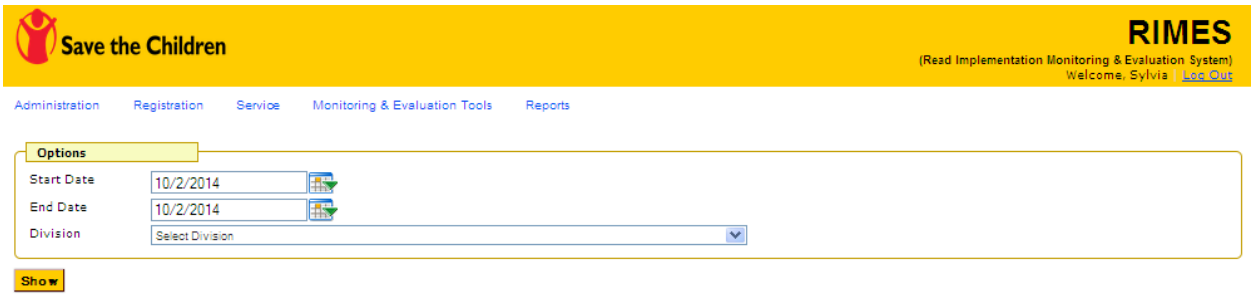


Figure- 32: Performance Summary (Data Input)

1. Click to enter Start date;
2. Click to enter End date;
3. Select Division from Dropdown list.
4. Now click show. It will show the performance summary for the given period of time in that Division. The following table is given as example.

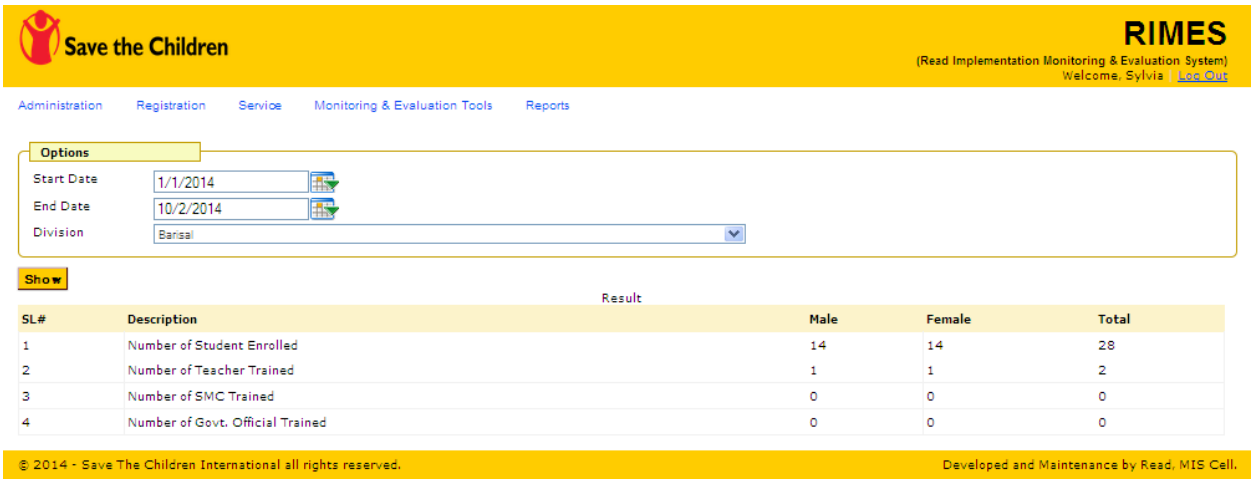


Figure- 33: Training Summary

As like above table it will give specific type of information. These are-

1. It will give a clear idea about the number of students (Male and Female) enrolled in READ selected schools of certain division;
2. Number of teachers, SMC and Govt. officials trained.

4.8 Logout:

Log out button is on the lower right corner of the Title bar that shows in the following figure. For signing out of the system the user have to click on that option.

Figure-34: Log out